




FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE

	Policy Number: 242-01	Effective Date: 09/18/2017	
	Subject: Criminal Investigations		
	Approved by:  Steven D. Hebbe, Chief of Police		

PURPOSE:

To establish guidelines and standards for the administration, organization and operation of the Detective Division.

POLICY:

It is the policy of the Farmington Police Department to maintain a Detective Division in order to provide complete, accurate and thorough follow-up on criminal activity reported within the City of Farmington. Personnel assigned as Detectives follow-up on criminal incidents involving adult and juvenile victims, witnesses and offenders, as well as provide immediate assistance at major incident scenes.

PROCEDURE:

The Detective Lieutenant is responsible for the Detective Division. Primary duties and responsibilities of the Detective Division are to:

1. Provide thorough investigations into reported criminal matters involving adults and juveniles;
2. Establish close liaison with outside criminal justice authorities and courts;
3. Gather and maintaining criminal intelligence;
4. Process all major crime scenes;
5. Exchange investigative information with other agencies.

All investigations are subject to the direction of the appropriate Chain of Command including the Investigative Services Captain and, ultimately, to the discretion of the Chief of Police or his designee.

Assignment of Personnel:

Division personnel may be assigned to specialized duties based on their experience, training and/or specialized skills.

Case assignments are made by the Detective Division Sergeant and Corporal based on specialized assignment, caseloads and other criteria. The Detective Division Lieutenant may also assign cases on an as needed basis.

Case assignments are generally made using the most current detective responsibility guide. For example, burglaries routinely are assigned to the Property Crime Section. However, in the event of a callout or high caseloads in Property Crime, cases may be assigned to Violent Crimes Detective or White Collar Detective and vice versa.

Designation of Assigned Case Reports:

In order to facilitate case management, assigned cases are only designated as open, inactive, unfounded or cleared, as appropriate. Each of these case statuses are used in the following circumstances:

Open - the case has been assigned and investigative efforts are on-going.

Inactive - all available leads have been pursued and exhausted, or evidence has been sent for testing and all other investigative leads are on hold pending laboratory or OMI results and/or analysis.

Unfounded - the investigation has revealed the reported crime to be false or baseless in nature. No offense occurred, nor was found to have been attempted.

Cleared - the case has been satisfactorily concluded by one of the following: the filing of criminal charges, the suspect has been identified and an arrest warrant has been issued; or, the suspect in a misdemeanor crime has been identified and the victim has been referred to the City Attorney's Office to initiate prosecution.

Closed – the investigation revealed no criminal act occurred and there is no need for arrest or prosecution; or, a suspect of a criminal act has been identified and the victim or District Attorney's Office has declined prosecution; or, the statute of limitations has expired without the case being brought to a successful conclusion; or, in the case of an unreported sexual assault, i.e. sexual assault kit collected from S.A.N.E., the victim has not come forth to file a police report.

** Closed or Inactive cases may be reclassified to Open upon the development of new leads, information or evidence.*

Criteria for Suspending Investigative Efforts:

Suspending a case under investigation may be made upon consideration of the following criteria:

1. All investigative leads have been exhausted without the suspect having been identified;
2. The case has been thoroughly investigated and there exists insufficient evidence or suspect information to warrant further investigation;
3. There is no suspect information available to warrant further investigation.

Case File Maintenance:

Case files are maintained by each Detective for the main purpose of accessibility to assigned cases. In the event a lead develops, and the assigned Detective is not available, another Detective may initiate further follow-up.

Case files include copies of the following documents:

1. Initial reports;
2. Supplementary reports;
3. Evidence and Property reports;
4. Lab results, when applicable;
5. Reprinted photographs, when practical;
6. Criminal Complaints, Affidavits for Arrest Warrants and Affidavits for Search Warrants, when applicable;
7. Transcriptions of tape recorded interviews, when practical;
8. Or, anything the assigned Detective feels is pertinent to the case file.

Victim Contact Procedures:

- Upon being assigned an investigation, an initial review of the case will take place and the victim(s) will be contacted. During the initial contact the victim will be provided with the assigned investigators name, contact information and work schedule. If no answer, leaving a voicemail is perfectly acceptable.
- Periodic contact will take place, not to exceed a (30) day window.
- Investigators will return victim messages, voicemails and emails no later than the next business day from receipt.
- When on leave that exceeds (1) weeks' time, investigators will set the "away notification" function on their emails and set a temporary message indicating they are on vacation, away for training, etc. from the affected dates (ex. February 3rd through February 17th).
- Victims will be contact at the conclusion of all investigation and/or when the case status is reclassified to an Inactive, Cleared, Closed, or Unfounded status.
- Victims will be notified of all proceedings, hearings, trials and court dates.
- **All of the above, aside from leave status, shall be documented along with all other investigative activity in the Activity Log folder located under each case report within the LERMS system.**

Cases which have been cleared, closed, inactivated or deemed unfounded are purged from the Detective's case file at their discretion.